

Position Requirements Document Cover Sheet**Position Number: 13866****Classification:** Program Integrator, NH-0301-IV**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Business Operations Office (BOO)3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Robert L. Reyenga
Title: Business Operations Executive**Signature:** _____ **//S//** **Date:** 10-21-05**Higher Supervisor or Manager:**
Title:**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake
Title: Program Executive Officer**Signature:** _____ **//S//** **Date:** 10-23-05**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** A**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** [] Public Financial

[] Supervisor [] Manager

Citation 1: USOPM PCS for GS-301, TS-34, 11/79**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 1502**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** No**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**

[X] Confidential Financial

[X] Neither

Acquisition Workforce Demo Project Position Requirements Document

I. Organization Information:

Position is located in the Business Operations Office of the Program Executive Office, for Simulation, Training and Instrumentation (PEO STRI).

II. Position Information: Program Integrator, NH-0301-IV.

III. Duties:

Organizes and leads teams composed of members from the Business Operations Office (BOO), various PEO STRI organizations, and from outside the PEO in the conduct of complex internal and external Command level studies, analyses and special projects. Directs study efforts in response to requirements that cut across all PEO PMs/Directorates/Offices, providing independent review, analysis and study capability. Independently synthesizes and converts complex and unbounded study requirements into specific action plans, assigns clear lines of responsibility and determines the method and process to accomplish and present the study or special project. Independently prepares and presents results and briefs to justify or defend findings and recommendations.

Serve as the senior technical expert and advisor to the PEO STRI, his staff, Program Managers and Functional Directors throughout PEO STRI on policy and procedures governing materiel acquisition policy. To exercise this responsibility, incumbent must have capstone, integrative knowledge of all acquisition process activities.

Leads a team to support the acquisition management processes across all PEO STRI organizations. Reviews programs for cost, schedule and performance parameters. Maintains a database of all programs managed by the PEO. Guides and assists the Program Managers and Project Managers as programs are being prepared for a Milestone Review. Directs review efforts in response to requirements that cut across all PEO PMs/Directorates/Offices, providing independent review and analysis capability.

Serves as a lead analyst for program reviews to assess the acquisition process, increase leveraging, efficiency, effectiveness, quality and synergy while reducing duplication, time and resources. Responsible for developing and leading program review activities and measurement process to ensure effective and efficient leveraging of information and resources.

Provides oversight of mission funding beyond the year of execution for PEO programs. Interfaces with and communicates directly with any staff or organization within or outside the PEO. Independently determines areas requiring special emphasis. Evaluates funding increases and decreases and provides a recommendation to the Business Operations Executive on the best course of action. Consolidates impact statements and reclamaas for the PEO and submits them to higher headquarters. Consolidates budget justification materials and submits them to higher headquarters.

Provides guidance and direction to the Department of Army System Coordinators representing the PEO.

Team Leader Responsibilities

Distributes and balances work based upon priority, skill requirements, and level of difficulty. Discusses work in process, answering questions from team members concerning procedures, directives, policy, etc., as well as technical subject matter related questions. Incumbent periodically meets with supervisor to discuss and/or provide specific recommendations related to team members performance appraisal, disciplinary actions, incentive awards, specific training needs, personnel assignments, and TDY travel. Incumbent personally handles problems affecting the team and specific individual complaints that can be resolved through face to face discussion.

Critical Acquisition Position

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

IV. Factors:

Factor: 1. - Problem Solving

Level IV.

Work is timely, efficient, and of acceptable quality.
Completed work meets project/program objectives.
Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs).
Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions.
Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts.
Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation

Level IV.

Work is timely, efficient, and of acceptable quality.
Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality.
Personal and organizational interactions enhance customer relations and actively promote rapport with customers.

Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the employing organization, the program(s) and the organizations studied or served, and related customers, functions, resources, and users.

Thorough knowledge and understanding of inter-relationships of the acquisition, development, fielding and life cycle support and technical aspects of simulations, simulators, training and instrumentation systems.

Knowledge and understanding of the DOD/Army materiel acquisition process and standard acquisition information systems and tools.

Ability to advise others.

Ability to provide guidance to customers.

Ability to communicate orally and in writing.

Skill in interpersonal relations.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives.

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

Ability to identify, negotiate and successfully present controversial and critical observations, findings and recommendations.

Ability to identify problems and develop innovative solutions.

Ability to originate new ideas, projects, studies, and methodologies.

Ability to gather, analyze, and present facts.

Ability to organize and lead (study/project) teams.

Ability to work cooperatively as a member of a team.

Ability to interpret and apply rules, regulations, and procedures.

Ability to develop and utilize appropriate data collection techniques.

Ability to plan and organize work.

Knowledge of program planning and budgeting cycles.